

**LOSS PREVENTION SUBCOMMITTEE  
MEETING MINUTES  
WEDNESDAY, January 12, 2005**

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**LOSS PREVENTION SUBCOMMITTEE MEMBERS PRESENT**

Andreta Armstrong	Department of Licensing
Bill Henselman	Department of Transportation
Larry Keller	Department of Ecology
Carole Mathews	Department of Labor & Industries
Linda Ramsey	Military Department
Stephen Simmons	Department of Social and Health Services
Jim Smego	Department of Natural Resources
Tom Wendel	Office of the Attorney General

**ABSENT MEMBERS**

Dennis Anderson	Department of Health
Gary Andrews, Co-Chair	Department of Corrections
Clifford Frederickson	Clover Park Technical College
Kathy Gastreich, Chair	Department of Corrections

**GUESTS**

Sandy Davis	Department of Revenue
Mike Sellars	OAG (Labor and Personnel)

**OFM STAFF PRESENT**

Jolene Bellows  
Nancy Heyen  
John Nicholson

**CALL TO ORDER**

Meeting called to order at 1:30 p.m. by Bill Henselman, substituting for Chair Kathy Gastreich. Members, guests and staff introductions were completed. Minutes from the October 13, 2004, meeting were approved. Committee discussion proceeded with the items on the previously published agenda.

**UPDATE AND GENERAL DISCUSSION**

Bill Henselman opened the general discussion asking if there were any processes or rules for the unrepresented groups in the new civil service system. Mike Sellars (OAG-Labor and Personnel Division) explained that some rules will cover the unrepresented groups, but usually the streams don't cross between the two groups. To understand the differences, it was suggested the LPSC could review the new DOP rules to see how they compare to the various bargaining agreements. Mike shared that the new process provides much more decision making at the agency level. It's a potential area for concern from a global perspective as agency and executive level managers do not have experience with this type of decision making.

**UPDATE OF MEETING WITH THE LABOR RELATIONS OFFICE**

The Labor Relations group will hold "Train the Trainer" sessions. They will train the agency representative on its bargaining contract. In turn, the agency trainer will train their HR shop. Mike Sellars shared that the collective bargaining contract prevails over state policies, past practices, and DOP negotiations. The contracts can be viewed on the OFM website.

**SUB TASK GROUP UPDATES**

**1) Training – Nancy Heyen**

This group is dropping objective number three, which involves partnering with DOP to conduct a survey of state agency Human Resource managers to identify current training practices. They decided it may be

more beneficial to conduct personal visits to agencies face-to-face to gather the information. It was noted that training needs are constantly changing. It would be helpful to have a sense of what training agencies think is important and are currently conducting. The only problem is that the timing for gathering this information may be problematic. Agencies will be heavily dependent on DOP for training needs due to civil service reform activities. A meeting is being planned with DOP to discuss the status of the HELP Academy as regards potential changes/updates. Nancy, Jolene and Linda plan to meet on Feb. 3, 2005 to determine additional strategies for addressing training.

## **2) Hiring – Linda Ramsey**

Linda discussed the difficulty of balancing their group's objectives with all the changes occurring with civil service reform. Issues or questions this group encountered include:

- What is DOP going to do with the documents already in existence?
- What should be done to make the process better for hiring?

## **3) Communications – Jolene Bellows**

This group would like to publish best practice scenarios—working in conjunction with the AGO. No other items on the current plan have been changed. Again, CSR—much of which is still unfolding—sets the stage for what this group decides to do and how they implement it. It was suggested there is a need to be more familiar with the tools and information on the DOP website. It was also suggested we may want to check with DOP to find out who is on their listserve to received CSR updates.

## **4) Dispute Resolution – Tom Wendel**

The information currently available pertaining to disputes has interpretation issues as well as unanswered questions. For now, the group is studying the agreements to figure out what role they can play (if any) as pertains to the contract negotiations.

The point was made by Eva Santos in a meeting with the sub task groups that the Labor relations office is not intended to be a dumping ground—the agency director is responsible to address forwarded issues. It's possible there may be less frivolous issues going into arbitration. There was general discussion about union dues and representation.

## **EMPLOYMENT PRACTICES LOSS HISTORY REPORT PACKAGE UPDATE**

Jolene Bellows provided a general explanation of the seven reports in the new employment practices liability (civil rights) loss history report package. It was suggested that “per capita” information be added to Report 5 to help in determining where loss prevention emphasis is needed. Jolene reminded everyone that while this data involves state employees, it does not include any auto data—just general liability (civil service claims).

## **DISCUSSION OF PROGRESS ON SUB-TASK GROUP PROJECT RECOMMENDATIONS IN PREPARATION FOR JUNE RMAC**

John Nicholson encouraged the respective sub task groups to continue to meet as needed to identify strategies to address employment practices loss. Mike Sellars was asked and agreed to assist the Training sub-task group.

## **CONFIRMATION OF LPSC MEETING SCHEDULE FOR 2005**

Last agenda item was to officially set the remainder of meetings for the 2005 LPSC meeting calendar. The schedule as been approved as follows:

<b><u>2005 LPSC Meeting Schedule</u></b>	
Wednesday	<b>April 13, 2005</b>
Wednesday	<b>July 13, 2005</b>
Wednesday	<b>October 12, 2005</b>

Meeting adjourned at 3:07 p.m.